

NAHMS STATION REVIEW CHECKLIST**I. General**

NAHMS is a non-regulatory program. Selection of the personnel, which includes the NAHMS coordinator, the VMO and the AHT (who extend the program to the field) should be based on their abilities to communicate the objectives of the program effectively, among other things. The NAHMS field personnel must be knowledgeable of the survey subjects. Their consistency, and voluntary participation when and where possible should have prime importance in their selection process. This basis for selection ensures a level of commitment and enthusiasm. The NAHMS personnel performance evaluation should be recorded as an independent line item in the annual performance appraisal and should be jointly performed by the immediate supervisor and the NAHMS coordinator. Then, appropriate and specific recommendations should be made to the AVIC to either suggest improvement of, or reward, the selectee's NAHMS performance. This method of selection and accountability of NAHMS personnel increases the producers participation rate, the sub-sampling rate, improves the quality of collected data and finally, satisfies the outcome of the survey which revolves around the satisfaction of producers, practitioners, academia, and the industry.

Reviewer:

- The reviewer is to randomly interview a valid sample of NAHMS field personnel, to review the process by which they were selected, and the outcome of the survey (% of producer recruitment, % of producer participation in the sub-sampling stage, and whether the results of sub-sampling and other NAHMS information were shared with the producer to satisfy the objectives of the program, etc.).
- Following the aforementioned interview, the reviewer is to share findings with the NAHMS coordinator, and the AVIC in order to reach a proper conclusion, and to determine the quality of the employees' job performance.

Note: In cases where percentage of producer recruitment is low, the reviewer is to consider surrounding circumstances and decide whether or not these outside determinants are acceptable causes of the low percentage. For example, the low recruitment rate could be due to a lack of surveying animals, a lack of facility, economic and financial reasons, a change of ownership, death or unusual circumstances in the producer's family. In such cases, these facts should have been indicated to the NAHMS coordinator. Upon receiving this information, it is the obligation of the NAHMS coordinator to arrange a follow-up in order to confirm the validity of the VMO's or the AHT's claim.

II. TrainingNASS personnel training

The training program for the NASS employees, who make the most important initial visit with the producer, should be the responsibility of the NAHMS coordinator. The NAHMS coordinator must design a condensed but very brief and educational training session for the NASS employees to prepare them for the initial visit. This training session must include objectives of the survey, benefits of the survey to the industry, specific benefits of the sub-sampling during the survey, and the past accomplishments of similar surveys. The length of this training session should be 2-4 hours, and should include the use of proper, easily understandable, and illustrative materials.

Reviewer:

- The reviewer interviews the NASS employees (enumerators, supervisor, or state statistician) to evaluate the training program, and makes recommendations to the AVIC for improvement of the training in the future.

VMO, AHT training

The training program for the VMO's and the AHT's should also be the responsibility of the NAHMS coordinator. The NAHMS coordinator must arrange and design proper training sessions in an effort to ascertain whether or not the VMO/AHT is sufficiently knowledgeable of the subject matter in the survey. This is a necessary objective as the VMO/AHT must be able to easily and effectively communicate with the producers. The NAHMS coordinator must invite various knowledgeable experts to explain and discuss various issues related to the survey and to the sub-sampling. Sufficient access to references and educational materials should be offered to the VMO/AHT to assist him or her when communicating with the producers. Providing enough information, and the discussion of various aspects of the program with the VMO/AHT, instills enough confidence in them to be able to respond to the producers inquiries concerning various issues. This, in turn, increases the rate of producer recruitment. In the training session, all methods of sub-sampling, collection of samples, packaging, and the shipment of samples, must be discussed in great detail. This session should take 8-16 hours, using proper, easily comprehensible, and illustrative materials. In these sessions opinions of participants and their active participation in the training must be solicited to improve and increase the quality of the training.

Reviewer:

- The reviewer interviews a random sample of the VMO's and the AHT's to evaluate the training sessions. The reviewer makes proper recommendations to the AVIC to improve the future training program if it is warranted.

NAHMS coordinator training

The training program for the NAHMS coordinator is more crucial to the success of the program than any other aforementioned trainings. The NAHMS coordinator's enthusiasm and confidence in the program can easily be spread to others who are involved in the program. The NAHMS staff in Ft. Collins is responsible for the NAHMS coordinator's training. Ft. Collins must provide all necessary information in such a manner as to generate enthusiasm and optimism in the coordinator. The timelines, set by the Ft. Collins staff and the Laboratories, for various interviews, sample collections, and shipments, must be feasible, realistic and practical. The objectives of the program should be stated and explained fully and clearly. The Ft. Collins staff must provide the necessary speakers and experts in order to increase the scientific knowledge of the NAHMS coordinator on various survey issues. By this method, the NAHMS coordinator will be able to comfortably disperse acquired information to others.

Reviewer:

- The reviewer interviews the NAHMS coordinator to evaluate the training sessions in Ft. Collins, and to make recommendations for future improvements if necessary.

III. List of potential participating producers

NASS to NAHMS coordinator

The NASS personnel is responsible for the submission of the list of potential participating producers to the NAHMS coordinator on a timely basis. This will allow the NAHMS coordinator to allocate and distribute the names of the producers between various VMO's and AHT's without any delay.

Coordinator to VMO'S and AHT'S

The NAHMS coordinator is responsible for the allocation and distribution of the list of potential participating producers to the VMO's and the AHT's. This allows them to contact the producers within the time frame indicated in advance.

Reviewer:

- The reviewer is to talk to the NAHMS coordinator, the VMO's and AHT's, in order to determine if any postponement has taken place. If this is the case, the reviewer is to discover who was responsible for it.

IV. Interview and subsampling

VMO/AHT first visit

The VMO/AHT must make the first visit with the producers during the allowable time period. This punctual visit increases the probability of recruiting producers, as it allows time for adjusting to unforeseeable circumstances. Also, during this first visit they must make proper arrangements for the subsequent sub-sampling, if applicable. If applicable, the initial interview and the interview forms must be completed during this visit. The VMO/AHT must make every effort to prepare the forms accurately and with minimal errors. All completed interview forms must be submitted to the NAHMS coordinator within 3 days of collection. This way, the NAHMS coordinator has the time to review the forms for accuracy before submission to Ft. Collins for the data entry.

The VMO/AHT must assist the NAHMS coordinator in describing the quality of the data. He/she must indicate in the report whether or not the producer had an adequate record keeping system which he or she referred to, or if the producer's responses were simply given by memory. In the latter case, it should be indicated whether the producer's response was at least stated with some degree of certainty, or if it appeared to be a hesitant or unsure response.

Sub-sampling

The sub-sampling must be done on a timely basis upon the producer's agreement, and according to the provisional time period. The samples must be collected per provided instructions. The samples must be packaged correctly, and shipped according to given instructions. Also, all copies of clinical evaluation logs and pertinent paper work must be forwarded to the NAHMS coordinator within 3 days of the sample collections to allow the NAHMS coordinator time to review them for accuracy before submission to Ft. Collins for the data entry.

Reviewer:

- The reviewer is to check the VMO's, the AHT's and the NAHMS coordinator's records to determine the type and nature of the jobs performed by various people. The reviewer is to make proper recommendations to the AVIC or the NAHMS coordinator if necessary.

V. Results distribution

NAHMS coordinator

Proper distribution of results of all submitted samples between the VMO's and the AHT's by the NAHMS coordinator are contingent upon his or her receiving the results on time. Therefore, it is the responsibility of the laboratory and the Ft. Collins staff to test and to process the paper work in a timely manner as provided by the prior agreement and provision.

VMO's and AHT's

At the beginning of the program, the producers were promised to receive the results of sub-sampling as soon as the tests were completed. Traditionally, some producers in the past have relied on those results in order to make proper management decisions. The VMO's and the AHT's have the primary responsibility of distributing the results between participating producers as soon as those results become available to them.

Reviewer:

- The reviewer randomly contacts some producers to inquire about the timely distribution of the results. Also, he or she checks the NAHMS coordinator's, VMO's/AHT's records for the date of distribution of various results and makes proper recommendations accordingly to the AVIC or the NAHMS coordinator.

VI. Reports distribution

Reports generation by Ft. Collins

The success or failure of the NAHMS program depends upon the timely generation and distribution of the reports. At the beginning of the program, participating producers, the industry, academia, practitioners and others were promised to receive the interim, and the final reports. These reports are supposed to contain the very vital information that everybody was expecting to receive. So, it is the responsibility of the Ft. Collins staff to generate and distribute them between various interested parties, but most of all to forward them to the NAHMS coordinator for the final distribution. These reports must be generated in a very simple and understandable language with proper illustrations and graphics to assist the producers in making proper management decisions. .

Reports distribution by the NAHMS coordinator

The NAHMS coordinator is obligated to distribute these reports between the VMO's and the AHT's as soon as possible. It is the responsibility of the NAHMS coordinator to ascertain whether or not the VMO/AHT understands, and is capable of explaining, those issues with the producers in plain language.

Reports distribution by the VMO's and the AHT's

The VMO/AHT has the prime responsibility of distributing these reports to all participating producers. They are also obligated to clearly explain various sections of the reports to the producers in an unambiguous manner.

Reviewer:

- The reviewer is to review various reports for simplicity in illustration and language. In order to do this he or she should randomly interview some producers to determine the usefulness of the reports. Finally, the reviewer should interview the NAHMS coordinator and the VMO/AHT to evaluate the reports.

VII. Overall review and evaluation of the NAHMS program

Each NAHMS project starts with the input from the advisory (users) group which is composed of representatives from the industry, the extension service, the producer associations and the practitioners. Informational needs will be identified and prioritized. Suggestions will be made as to how the information can be used. The technical group (Subject Experts) such as veterinarians, epidemiologists, economists

and members of academia, will gather to consider alternatives for meeting the identified needs. The technical group evaluates design considerations and suggests analytic strategies. The national NAHMS staff develops a study format, solicits add-on projects and tests the study format. The sub-sampling process will be negotiated with NVSL to determine the test, supplies needed, submission procedure, and sample storage. Many training sessions for NASS and the VS employees will be held until the project gets off the ground. Many reports will be generated and shared with the producers to describe the results of the project.

Each and every year the NAHMS staff undergoes this exhausting and cumbersome process, simply to insure that the project is useful and beneficial to its final user. Therefore, it is just common sense and simply logical that the overall review and evaluation of the NAHMS program should contain an adequate method of measuring the user's satisfaction and benefits. It is the responsibility of the NAHMS staff to put proper evaluation methods in place to accomplish the final goal which is the user's satisfaction. This goal can be accomplished by designing an adequate questionnaire that solicits and gathers information from the VS employees, members of academia, state employees, participating producers, and finally, the industry as a whole, to determine whether the objectives were accomplished. Also, the outcome of the ongoing or recently completed survey should be categorized as satisfactory.

Reviewer:

The reviewer is to use completed questionnaires, or should design his or her own method of evaluation, in order to gauge the whole project by communicating with the producers, the VMO's/AHT's, state employees, and the members of the industry as a whole to objectively determine whether the goals were reached. The reviewer will make proper recommendations to the involved authority for betterment of the future projects according to his or her findings.

REFERENCES***Description*****II. Training**

- VMO Handbook
- NAHMS Coordinator's Workshop Handbook

III. List of potential participating producers

- VMO Handbook
- NAHMS Coordinator's Workshop Handbook

IV. Interview and sub-sampling

- VMO Handbook
- NAHMS Coordinator's Workshop Handbook

VII. Overall review and evaluation of the NAHMS program

- VMO Handbooks and existing questionnaires